



## Policy

Saskatoon & Area - Occupational Health & Safety

**Number:** 53-027

**Title:** Physical Hazard: Working Alone

**Saskatchewan Employment Act:**

**OHS Regulation:** 3-24

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** December 30, 2021

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### Purpose

- To manage the physical and psychological hazards of working alone or in isolated locations
- To ensure the safety of workers required to “work alone”

### Definition

- “**Working Alone**” means to work at a worksite as the only worker of the employer, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or an emergency

### Roles and Responsibilities

Employer must ensure:

- The need to work alone is eliminated, when applicable and possible
- Workers are providing services in a safe environment. If the situation is perceived to be unsafe and unable to be made safer, employer must ensure workers are not required or permitted to provide services.

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- That in consultation with the OHC all risks associated to the isolation or from working alone will be identified
- All identified risks will be eliminated or reduced
- A means of communication for the staff is provided such as phone access, personal alarms, 2 way radio or cell phones

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses in relation to working alone

**Orientation & Training**

- WAVE (Workplace Assessment Violence Education) training which includes working alone

**Materials**

- Appropriate PPE if required

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

May 28, 2018

December 30, 2021